MAIN FACS, HRS and MIDB Training
Recommended Courses Related to Job Function

Purpose: This listing identifies courses relevant to various job tasks, to facilitate determining the most appropriate classes to prepare for performing MAIN related duties. These courses and their prerequisites are described in the *MAIN FACS, HRS and MIDB Course Catalog*.

General Information on OFM MAIN Training:

- *MAIN FACS, HRS and MIDB Course Catalog* for explanations of course content and prerequisites
- MAIN Training Coordinators in Agency Contacts Section of OFM webpage
- Current class schedules & registration forms

Job Function	Job Tasks	Courses
Accounts Payable	ADPICS On-Line Fundamentals	AD02
	Introduction to R*STARS	RS02
	Record receiving of goods	AD09
	Record vendor invoices	AD10
	Process vouchers and exceptions	AD11A
	Create direct vouchers	AD11B
	Use statewide vendor & commodity files	AD17
	Inquire on document, payment status	AD14A, RS15A
	Approve ADPICS documents	AD19
	Process ADPICS documents rejected by approver	AD19A
	Process credit memos	AD11A, AD11B
	Process interagency vouchers in ADPICS	AD06A, AD11A
	Process interagency vouchers originating in R*STARS	RS13
	Process travel vouchers - Option A (using custom travel screens)	AD28
	Process travel vouchers - Option B (using direct vouchers)	AD11B
	Contract retainage tracking	AD10, AD11B
	Understand CS138s for procuring personal services	AD21
	Use RMDS to access FACS reports	RM02

Accounts Receivable	Introduction to R*STARS	RS02
	Understand R*STARS profiles to establish an agency and their relation to other profiles	RS03
	Enter accounts receivable and invoices, balance batches, inquiry	RS08
	Use RMDS to access FACS reports	RM02
	Understand report selection and resources	RM03
Auditors and Agency Security Administrator	***MAIN FACS Training Classes***	
	ADPICS On-Line Fundamentals	AD02
	Requisition Processing (Part 1)	AD4.1
	Requisition Processing (Part 2)	AD4.2
	Invoice Processing	AD10
	Voucher Processing	AD11A
	Creating ADPICS Approval Paths	AD12
	Using ADPICS Approval Paths (for Approvers)	AD19
	Introduction to R*STARS	RS02
	RSTARS Payment Processing	RS13
	R*STARS Inquiry	RS15A
	MIDB Training	
	Create ad hoc queries and reports	BUSOB
	Self Study or Computer Based Training	
	ADPICS Overview Self Study	AD01 SS
	R*STARS Overview Self Study	RS01 SS
	R*STARS Document Tracking and Approval Self Study	RS12 SS
	General Ledger Materials for Self Study	RS11SS
	Purchase Order Inquiry	CBT SS
	Requisition Inquiry	CBT SS
	R*STARS Payment Inquiry	CBT SS
	Year-End Close Processing of Pos/DPOs	CBT SS
	IC/SM Training	
	ADPICS Security Administration	AD-SEC
	R*STARS Security Administration	RS-SEC
Budget Processing	Introduction to R*STARS	RS02
	Understand R*STARS profiles to establish an agency and relation to other profiles	RS03
	Enter appropriations and allotments, balance batches, inquire, use 60 & 62 screens	RS06

Buyers	ADPICS On-Line Fundamentals	AD02
	Purchasing classes (see Purchasing section)	
	Process interagency vouchers initiated with Purchase Orders	AD11A
	Create invitations to bid	AD05
	Create purchase orders/contracts	AD06A
	Create blanket purchase orders	AD22
	Process and track contract retainages	AD06A, AD06C
	Understand CS138s for procuring personal services	AD21
Cash Receipting & Revenue	Introduction to R*STARS	RS02
	Understand R*STARS profiles to establish an agency and relation to other profiles	RS03
	Enter cash receipts & revenue transactions in R*STARS	RS09
	Use RMDS to access FACS reports	RM02
	Understand report selection and resources	RM03
Human Resource	DCDS On-Line Fundamentals	HR20
	Adjust financial data for human resource transactions in DCDS	HR104
	Adjust personnel data collection transactions in DCDS	HR105
	Employee entry of timesheets & leave requests	HR106
	Introduction to R*STARS	RS02
	Enter R*STARS PRAV transactions	RS09
	Understand CS138s for procuring personal services	AD21
Inquiry & Reporting in ADPICS & R*STARS	ADPICS On-Line Fundamentals	AD02
	Inquire on ADPICS documents	AD14A
	Inquiring in ADPICS for R*STARS Users	AD20
	Introduction to R*STARS	RS02
	Inquire on R*STARS documents	RS15A
	Inquiring in R*STARS for ADPICS Users	RS20
	Use RMDS to access reports	RM02
	Understand R*STARS report selection and resources	RM03

Inquiry & Reporting in MIDB using Business Objects	Introduction to the Business Objects Suite: The Infoview Portal and Business Objects Software (Desktop Intelligence)	BUSOB
	Transitional class from version 5.1.7 to version XIR2	BUS XI2
	Adapting Corporate Documents and creating ad hoc queries and reports using Human Resource data	BUS HRS
	Adapting Corporate Documents and creating ad hoc queries and reports using Finance data	BUS FIN
	Adapting Corporate Documents and creating ad hoc queries and reports using Purchasing data	BUS PUR
Journal Vouchers	Introduction to R*STARS	RS02
	Understand R*STARS profiles to establish an agency and relation to other profiles	RS03
	Use RMDS to access FACS reports	RM02
	Understand report selection and resources	RM03
Payment Processing in R*STARS	Introduction to R*STARS	RS02
	Create payment vouchers in R*STARS	RS13
	Process payments & payment status changes	RS13
	Create interagency vouchers (G type) in R*STARS	RS13
	Use RMDS to access FACS reports	RM02
	Understand report selection and resources	RM03
Profiles in R*STARS	Introduction to R*STARS	RS02
	Understand R*STARS profiles to establish an agency and relation to other profiles	RS03
	Use RMDS to access FACS reports	RM02
Purchasing (for small offices, Accounts Payable and Buyer may also apply)	ADPICS On-Line Fundamentals	AD02
	Look up vendors & commodities	AD17
	Create requisitions	AD04
	Create direct purchase orders	AD06C
	Process documents rejected by approver	AD19 or 19A
	Use specifications & terms	AD08A
	Inquire on ADPICS documents	AD14A
	Understand CS138s for procuring personal services	A21
Receiving Goods	ADPICS On-Line Fundamentals	AD02
	Record receiving of goods	AD09

Supervisors & Approvers	ADPICS On-Line Fundamentals	AD02
	Approve ADPICS documents	AD19
	Inquire on ADPICS documents	AD14A
	Understand how ADPICS approval paths are set up	AD12
	Introduction to R*STARS	RS02
	Release (approve) R*STARS batches (RS12 Self Study/Handout)	Handout in RS02 & RS15A
	Use RMDS to access FACS reports	RM02
	Understand R*STARS report selection and resources	RM03
Travel Adv& Travel Vouchers	Process travel vouchers - Option A	AD28
	Process travel vouchers - Option B (using direct vouchers)	AD11B